77-885

Access 2010

Exam Design

The Basics

This is a Technical Specialist exam designed to assess candidates' hands-on skills using Microsoft Office Access 2010. We are specifying an item pool of 45 unique performance-based tasks. Items should be written to the Application cognitive level. For more information about cognitive levels, refer to the Cognitive Domain in Bloom's Taxonomy.

Categories in the cognitive domain of Bloom's Taxonomy (Anderson & Krathwohl, 2001)

Target Audience

The typical candidate for the exam works as a user support professional, trainer, teacher, professor, database user, or database creator who needs to create or maintain a basic Access database. Users can create, modify, and extend functionality of basic database objects, including tables, queries, forms, and reports. Users can also construct and modify basic relationships among database entities and can instruct others in basic Access functionality and usage.

The Access 2010 user typically:

- is effective in creating, modifying, and personalizing objects
- is capable of working independently on database projects
- often answers questions from others about databases
- has created or modified a simple Access database
- can use templates to create basic objects

Objective Domain

1. Managing the Access Environment

    1.1.   Create and manage a database.

    1.2.   Configure the Navigation Pane.

    1.3.   Apply Application Parts.

2. Building Tables

    2.1.   Create tables.

    2.2.   Create and modify fields.

    2.3.   Sort and filter records.

    2.4.   Set relationships.

    2.5.   Import data from a single data file.

3. Building Forms

    3.1.   Create forms.

    3.2.   Apply Form Design Tab options.

3.3.   Apply Form Arrange Tab options.

3.4.   Apply Form Format Tab options.

4. Creating and Managing Queries

4.1.   Construct queries.

4.2.   Manage source tables and relationships.

4.3.   Manipulate fields.

4.4.   Calculate totals.

4.5.   Generate calculated fields.

5. Designing Reports

5.1.   Create reports.

5.2.   Apply Report Design Tab options.

5.3.   Apply Report Arrange Tab options.

5.4.   Apply Report Format Tab options.

5.5.   Apply Report Page Setup Tab options.

5.6.   Sort and filter records for reporting.